

**Maine State Legislature
Office of Program Evaluation and Government Accountability**

**Analyst
Detailed Job Announcement #: 14-02**

The Office of Program Evaluation and Government Accountability is tasked with reviewing the effectiveness, efficiency and economy of State programs, agencies and activities. The Office fulfills this responsibility by conducting independent reviews including: performance evaluations and audits, management analysis, inspections, investigations and research. Under the supervision of a team leader, this professional is responsible for performing a variety of assigned tasks during the conduct of such reviews and may participate in the planning of those projects. The work is of an exacting, highly confidential and non-partisan nature. In performing the duties of this position, this individual is expected to:

- Motivate and foster professionalism and teamwork among department staff;
- Perform research, audit and evaluation functions exercising sound judgment;
- Demonstrate creativity and initiative in problem-solving and developing solutions to issues that contribute to the overall effectiveness of the programs and agencies being reviewed;
- Develop and maintain effective working relationships with peers and with the management and staff of various programs and agencies;
- Demonstrate a positive attitude and high degree of personal initiative and motivation; and
- Adhere to Office policies, procedures, standards and values.

This position reports to the Director of OPEGA. Position duties include:

1. Perform assigned evaluation, audit, analysis and research tasks with a high degree of skill, efficiency, accuracy, productivity and independence (minimal supervision). Such tasks include, but are not limited to:
 - a. Leading or participating in meetings including entrance and exit conferences;
 - b. Performing internet or library research;
 - c. Conducting individual and group interviews;
 - d. Performing qualitative and quantitative analysis of operational and financial data;
 - e. Selecting samples and conducting various types of testing (i.e. compliance or attribute);
 - f. Reviewing documents and transactions; and
 - g. Developing and administering surveys.
2. Develop valid conclusions and identify opportunities for improvement in programs or entities being reviewed based on work performed.
3. Document work performed, issues identified and conclusions reached proficiently and in accordance with Office policies, procedures and standards.

4. Contribute to developing reasonable recommendations for reportable findings and issues on assigned projects.
5. With supervision and guidance as necessary, serve as team leader when assigned by the Director or fulfill responsibilities associated with project-specific roles as delegated by the team leader. These roles include but are not limited to:
 - a. Work plan development;
 - b. Project management including task assignments;
 - c. Quality assurance review of work documentation; and
 - d. Development of reports and other public work products.
6. Participate, when necessary, in the presentation of reports to the legislative Government Oversight Committee or other legislative bodies.

Required Qualifications

Education and Experience

Bachelor's degree with at least three years of experience or Master's degree with at least two years of experience. Degree must be from an accredited university or college. Master's degree strongly preferred.

- Preferred degree concentrations: public administration or management, program evaluation, economics, finance, accounting, public policy analysis, law, business administration or closely related field.
- Relevant experience: conducting or participating in evaluation, audit, monitoring, assessment, planning or research projects. Experience that includes analysis of financial, operational or performance data preferred.

Professional certification in an appropriate field preferred.

Must be non-partisan and capable of maintaining confidentiality and objectivity.

Desired Skills & Abilities

The candidate should possess strengths in the following areas:

- Ability to foster teamwork and promote professionalism.
- Ability to function somewhat independently with general supervision.
- Ability to interact diplomatically and effectively with legislators, peers, and key program and agency personnel.
- Ability to communicate effectively orally and in writing, including writing and editing technical reports, management reviews, summary reports and other documents.
- Skills in analysis, flowcharting, and problem-solving.
- Strong interpersonal skills including facilitation, negotiation and sensitivity to a political environment.
- Proficiency in using Microsoft Office Suite software such as Word, Excel, Access and PowerPoint.

- Ability to easily learn new computer applications.
- Strong organizational skills.

Desired Knowledge

Specialized knowledge in one or more of the following areas is a plus:

- Performance audit or program evaluation principles, standards, and procedures.
- Finance and accounting (esp. cost and governmental accounting).
- Government organization and functions.
- National, state and local government processes or programs.
- Information systems and technologies, including database design and concepts.
- Organizational management and planning.

Salary and Benefits

Salary Range: Grade 10 of the Legislative Salary Schedule, beginning at \$52,873.60 annually, based on qualifications, plus full state benefit package. Value of State-paid health and dental insurance: \$350.72 biweekly. Value of State's share of retirement: 16.17% of employee's gross pay. EEO employer.

Application Instructions

1. Complete the Supplemental Qualifications Form for the Analyst position as instructed on the form. This form can be found on the same website as this Job Announcement or can be obtained by emailing etta.connors@legislature.maine.gov or calling (207) 287-1901. **This completed form must be submitted as part of the application package. The form must have the applicant's signature or typed name on the Signature Line or the applicant will not be considered.**
2. Submit the completed and signed Analyst Supplemental Qualifications Form along with a cover letter and resume by mail to:

Beth Ashcroft, Director
Office of Program Evaluation and Government Accountability
82 SHS, Room 107 Cross Building
Augusta, ME 04333-0082

Or by email to: etta.connors@legislature.maine.gov

Application packages should be received by ***Friday, September 5, 2014.***